

HEADQUARTERS  
EIGHTH UNITED STATES ARMY  
UNIT #15236  
APO AP 96205-0009

EUSA Supplement 1  
to UNC/CFC/USFK Memo 25-50

16 June 1998

Office Management

**CORRESPONDENCE AND ADMINISTRATIVE PROCEDURES**

UNC/CFC/USFK Memo 25-50, 13 June 1998, is supplemented as follows:

**Paragraph 1-1, PURPOSE.** Add the following at the end of the paragraph:

This memorandum supplements UNC/CFC/USFK Memorandum 25-50 and prescribes standardized policies, procedures, and format for preparing and processing Headquarters (HQ), Eighth United States Army (EUSA) correspondence. It also describes headquarters operating procedures and provides administrative guidelines for the staff.

**Paragraph 1-2, OBJECTIVE.** Add paragraphs 1-2d and 1-2e, after 1-2c: The objectives of this supplement are to:

d. Reduce HQ unique policies, procedures, and formats, by prescribing the use of U.S. Army publications wherever possible.

e. Reduce the impact of traditionally high staff turnover by providing general administrative information.

**Paragraph 1-3, APPLICABILITY.** Add the following at the end of paragraph 1-3:

This memorandum applies to all HQ, EUSA elements.

**Paragraph 1-6, RESPONSIBILITIES.** Add paragraph 1-6c and 1-6d after 1-6b, as follows:

c. The Secretary General Staff (SGS) has responsibility for establishing HQ policies concerning correspondence and administrative processing procedures and provides executive services for EUSA Command Group activities.

d. The staff will follow guidance contained in AR 25-50, UNC/CFC/USFK Memorandum 25-50, and the EUSA supplement and assist in updating this information as appropriate.

---

\*This supplement supersedes EUSA Supplement 1 to UNC/CFC/USFK Memo 25-50,  
3 July 1996.

**EUSA Suppl 1 to  
UNC/CFC/USFK Memo 25-50**

**Paragraph 2-2, MULTICOMMAND.** Substitute the following paragraph and subparagraphs for all of paragraph 2-2:

HQ, EUSA is co-located with the UNC/CFC/USFK HQ. Many of HQ EUSA general, or "G", staff are dual-hatted with the "J", or joint staff of USFK. The Commander of EUSA has the title of Commanding General. HQ, EUSA includes the offices of--

- a. Commanding General (CG).
- b. Chief of Staff (CS).
- c. Command Sergeant Major (CSM).
- d. Secretary General Staff (SGS) (also the SCJS on UNC/CFC/USFK Staffs).

e. Delegation of Signature Authority. The staff principals authorized command signature authority (i.e., FOR THE COMMANDER:) are: Chief of Staff, Adjutant General for the purpose of issuing official orders, and G3 for exercise taskings and directives. All staff principals may correspond on technical subjects within their own staff channels without using the FOR THE COMMANDER line.

**Paragraph 4-9 MESSAGES.** Add paragraph 4-9f(1)(c) after paragraph 4-9f(1)(b), as follows:

- (c) The "FROM" line for EUSA is: CDRUSAEIGHT SEOUL KOR//office symbol//.

**Paragraph 4-11, CORRESPONDENCE PREPARED FOR THE SIGNATURE OR APPROVAL OF COMMAND GROUP MEMBERS.** Add paragraphs 4-11d, e, f, g, and h, after paragraph 4-11c, as follows:

d. Eighth United States Army must be spelled out at all times for correspondence for the Commanding General; never use the acronym EUSA.

e. Eighth Army Conferences. The Eighth Army Conferences are monthly meetings normally held on a Friday of each month, and hosted by the CG. Since the structure of the conferences change, questions concerning agendas and responsibilities should be directed to the SGS.

f. Dual Language Requirement. English is normally the only language requirement for EUSA correspondence.

g. Summary Sheets. The EUSA uses EA Form 108 (green). For instructions concerning completing and compiling summary sheets (SS) see Chapter 4, UNC/CFC/USFK Memo 25-50.

h. Letterhead Stationery. All correspondence signed by the Eighth Army Command Group will be on EUSA stationery. Office of origin will show an EUSA office symbol. Thus, EUSA

letterhead, office symbols and signature blocks will coincide. This applies also to the distribution listing for EUSA staff elements; use their EUSA office symbol.

**Paragraph 4-11, CORRESPONDENCE PREPARED FOR THE SIGNATURE OR APPROVAL OF COMMAND GROUP MEMBERS.** Add paragraphs 4-11c(3) and (4), after 4-11c(2) as follows:

(3) On letter correspondence signed by the CG or the CS, the complimentary close "Sincerely" will be used.

(4) Check the SGS for appropriate closing on EYES ONLY and PERSONAL FOR messages.

**Paragraph 4-12, SIGNATURE BLOCKS FOR COMMAND GROUP MEMBERS.** Add paragraph 4-12b after paragraph 4-12a, as follows:

b. In accordance with AR 25-50, the three line signature blocks for correspondence are as follows:

<u>Memorandum</u>	<u>Letter</u>
NAME Lieutenant General, USA Commanding	Name Lieutenant General, U.S. Army Commanding Officer
NAME Colonel, GS Chief of Staff	Name Colonel, General Staff Chief of Staff

**Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, EUSA, ATTN: EASGS, Unit #15236, APO AP 96205-0009.**

FOR THE COMMANDER:

OFFICIAL:  
STANLEY E. GREEN  
Colonel, GS  
Chief of Staff

///ORIGINAL SIGNED BY///

JOHN A. HALL  
Assistant Adjutant General

**EUSA Suppl 1 to  
UNC/CFC/USFK Memo 25-50**

DISTRIBUTION:  
C (Less MSC, Assigned Units and Other Activities)

UNC/CFC:  
A

SPECIAL DISTRIBUTION:  
50 - SCJS-A  
5 - Cdr, 8th PERSCOM, ATTN: EAPC, Unit #15316,  
APO AP 96205-0089  
5 - Cdr, 34th Spt Gp, ATTN: EANC-SA, Unit #15333  
APO AP 96205-0177  
5 - Cdr, 19th TAACOM, ATTN: EANC-CS, Unit #15015,  
APO AP 96218-0171